

Daniel Boone Regional Library

Minutes, Meeting of February 12, 2026

Call to Order, Roll Call and Quorum Determination

Cori Miller, President, called the meeting to order at 6:00 p.m.

Daniel Boone Regional Library (DBRL) Board members present were Shannon Alvis, Margrace Buckler, Dorothy Carner, Seth Christensen, Lisa Finn, Jean Howard, Jacqueline Kelly, Steven Medrow, Cori Miller, Pat Powell, Travis Pringle, and Jennifer Rodewald. Dawn Dirks and Tonya Hays-Martin were absent.

Also in attendance was DBRL Executive Director Robin Westphal as well as DBRL managers Erin Magner, Jim Smith, Angela Scott, Mitzi St. John, Althea Harris, Nathan Pauley, Kirk Henley, Amanda McConnell, and other members of library staff.

Public Comment

None.

Minutes

There were no corrections or comments concerning the minutes of the January 15, 2025 Board Meeting. The minutes were approved as written.

Monthly Reports

Director's Report:

Robin began her report by sharing that the team has hit the ground running in 2026 with strategic planning. We will be using Funding for Good consultants for the planning process, the next step of which will be completing a SWOT (Strengths and Weaknesses, and external Opportunities and Threats) analysis with the department managers as well as working on our mission and vision statements. Robin shared that the trustees will be involved in the process and that they should expect an email with more information as the process goes on. The goal is to have the strategic plan completed in the fall.

Robin reported that a committee has been met to discuss preliminary topics related to our future purchase of a new bookmobile including fundraising and what our needs for the vehicle will be. She further shared that our Bookmobile Senior is 24 years old and that it will take about three years for a new bookmobile to be built for us. Robin indicated that there is a potential donor in place, but that we will also work closely with the foundation on our spring fundraiser for the cause.

The trustees voted to approve a 90 day closure for the Callaway County Public Library HVAC replacement project with work beginning March 30th at the February regional board meeting. Robin was happy to report that, since this meeting, we believe we have found an alternate location in the north side of Fulton to insure library services continue through the closure. While this alternate location will not serve all of the needs that the library covers, it would insure people are able to pick up holds and attend some programming.

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Robin shared that, more recently, she attended Library Advocacy Day, an MLA sponsored event that focuses on advocating for library funding, in Jefferson City along with trustees Dorothy Carner and Jean Howard as well as staff members Joe Facticeau, Development Manager, and Emily Camden, Executive Assistant. Robin further shared that the group met with several legislators who highlighted the difficult position they are in being pressured to eliminate income tax as well as drastically reform property taxes within the same session. Thankfully all of the legislators the group spoke to, from both sides of the aisle, were in agreement that library funding is important and that it should be protected as much as possible.

Lastly, but certainly not least, Robin shared that Carolyn Cain, Outreach Services Lead, will be retiring at the end of the month after 39 years of service at DBRL. There will be a celebration at 2pm on the 20th for Carolyn which Robin shared the trustees are welcome to attend.

Financial Report:

Referencing the January report, Jim shared that the report is still preliminary as we have yet to receive information from the Boone County Treasurer's office regarding the investment income we are anticipating as a part of the investment pool.

Under the Assets section on the Balance Sheet, Jim reported that Checking is quite a bit higher than last year as we have built the cash balance up for our two large building projects in 2026; finishing the CCPL HVAC project and the Columbia Public Library (CPL) roof replacement. Jim highlighted the Accrued Interest line which will change once the aforementioned information from the Boone County Treasurer's office. Jim also shared that the Fixed Assets line will also be updated for the final report once we have completed our fixed asset closing for 2025.

Moving onto the Revenues and Expenditures Sheet, under Revenues, Jim reported that we are slightly behind this year at \$9.6 million compared to the \$10 million we were at last year. Jim further explained that this decrease is due to the Unrealized Gain and Loss line, again, because we have not received the information on the market value of our investments with Boone County. Contributions are also behind by quite a bit having collected only \$5,100 compared to collecting \$51,154 this time last year. This is due to the timing of the Friends of the CPL yearly donation from book sales as we received it in January last year and in February this year; as such, the February report will be more comparable to 2025.

Moving on to the Expenditures section, under Salaries and Benefits, Jim reported that we are currently at 5% expended, where you would expect to be 8% expended 1/12 of the way through the year. This is due to the way our pay schedule fell, making the first check in 2026 actually contain one week at the 2025 pay rates and one week of the 2026 rates. Wrapping up the report, Jim reported that our Total Expenditures are currently at 7% expended which puts us right on track for where the budget should be.

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Service Report:

Robin remarked about the number of patron meetings and interactions had by Rebecca Dykehouse, Community Resource Manager, in January. Reminding the board that we were closed for three days she shared that Rebecca met with 246 patrons (counting any meeting over 15 minutes). She also noted that our three administrative staff that are notaries completed 540 notarizations in January, only providing the service Monday through Thursday, and that our Passport agents completed 203 passports.

Robin highlighted that we will also begin reporting our social media statistics in the report. She reported that our Facebook page has 12,000 followers and our Instagram has nearly 5,000 followers. With those numbers, our posts are engaging upwards of 320,000 accounts on Facebook and 20,000 accounts on Instagram to view our page. Robin further shared that with the changes we have made in our social media efforts, our engagement is up over 900% compared to January of 2025. Kudos to Paige Luebbering our Social Media Specialist for putting in great work in increasing our online presence.

Service Spotlight - Sustainable Libraries Initiative with Eric Schmeck

Cori reported that Eric was not able to make the meeting and asked for a motion to table his presentation until the March board meeting.

ACTION: Rodewald moved, Christensen seconded to table this Service Spotlight until the March board meeting. Approved by unanimous vote.

New Business

Karen Crago explained that staff were requesting to rescind our current Discrimination and Sexual Harassment policies in order to consolidate them into one policy. She shared that one cohesive policy is considered best practice and that the attorneys have reviewed the new policy. Steven Medrow asked if the list of protected classes in the policy are all covered under Missouri and or Federal law. Karen shared that the list is based on the EEOC guidance that came out in 2024 and that the policy matches the union agreement. With that, there were no further questions and the trustees moved on to rescind and approve the policies as discussed.

Rescind Policy 1-290 Complaint of Employment Discrimination:

ACTION: Buckler moved, Medrow seconded rescinding Policy 1-290 Complaint of Employment Discrimination. The vote was taken by roll call: Alvis– yes; Buckler – yes; Carner – yes; Christensen – yes; Finn – yes; Howard – yes; Kelly – yes; Medrow – yes; Miller – yes; Powell – yes; Pringle – yes; and Rodewald – yes. The motion passed unanimously.

Rescind Policy 1-291 Sexual Harassment:

ACTION: Medrow moved, Rodewald seconded rescinding Policy 1-291 Sexual Harassment. The vote was taken by roll call: Alvis– yes; Buckler – yes; Carner – yes;

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Christensen – yes; Finn – yes; Howard – yes; Kelly – yes; Medrow – yes; Miller – yes; Powell – yes; Pringle – yes; and Rodewald – yes. The motion passed unanimously.

New Policy 1-290 Non-Discrimination and Anti-Harassment:

ACTION: Medrow moved, Rodewald seconded approve Policy 1-290 Non-Discrimination and Anti-Harassment. The vote was taken by roll call: Alvis– yes; Buckler – yes; Carner – yes; Christensen – yes; Finn – yes; Howard – yes; Kelly – yes; Medrow – yes; Miller – yes; Powell – yes; Pringle – yes; and Rodewald – yes. The motion passed unanimously.

Tour of the Americans and the Holocaust Exhibit:

With the meeting wrapping up ahead of schedule, the trustees tabled the tour until later in the meeting.

Other Business

None.

Staff Announcements

Robin Westphal shared that the mugs in front of the trustees were a gift from the Foundation as a thank you for all the time they dedicate to serving the Library. She added that they are also available on the DBRL store which is now stocked with Valentines Day themed merchandise.

Board Comments/Announcements

Jacqueline Kelly shared that the Columbia Values Diversity Breakfast was wonderful again this year and she enjoyed attending with other trustees and staff members. She added that the library was very visible in the community and was acknowledged during the program several times.

Pat Powell shared that she and the other residents at Linore are sorry to see Carolyn leaving as they love seeing her during their monthly visits. She shared that they are all happy for her and will miss her.

Margrace Buckler shared that she is the current board chair for the Heart of Missouri CASA, which provides advocates for children in foster care, adding that they have been fundraising for almost two years for a new building. She was happy to announce that they met their fundraising goal and CASA will break ground in March!

Cori Miller was excited to announce that she is getting married in two weeks! Congratulations to Cori!

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Tour of the Americans and the Holocaust Exhibit Cont.:

The trustees ventured to the quiet reading room for a guided tour of the exhibit with Seth Smith as their guide. The group was joined by Aline Kultgen, holocaust survivor, who shared a bit of her family's story and Marc Alexander of the Congregation Beth Shalom.

Adjournment

Hearing no further business, Cori Miller adjourned the meeting at 7:23 p.m.

Minutes recorded by Emily Camden.

Jean Howard, Board Secretary